

**WINNEBAGO COUNTY BOARD OF SUPERVISORS**  
Aviation Committee

**Date:** April 9, 2014

**Time:** 8:00 a.m.

**Present:** Robert Warnke, Joel Rasmussen, Maribeth Gabert & Kenn Olson

**Excused:** James Englebert

**Also Present:** Peter Moll, Airport Director; Chris Hallstrand, Mgr. Maintenance & Ops.; Diana Ulrich, Secretary;

Robert Keller, Supervisor District 32; Bill Roh, Supervisor District 7; Guy Hegg, Supervisor District 27;

Mary Garcia, Basler Flight Service; Garrett Kamark, Air Oshkosh Flight Support; Jonathan Harger, EAA; Fred Stadler, tenant

Meeting was called to order by Chairman Warnke at 8:00 a.m.

1. **Public Comments on Agenda Items:** Fred Stadler invited everyone to the EAA Chapter pancake breakfast at Wittman Airport terminal building on Saturday April 12<sup>th</sup> from 7:30 am to 11:00 am. Fred Stadler stated he was not in favor of a hangar rent increase. Fred Stadler stated he would like public input on the new administration building. Jonathan Harger reported on the progress of relocating businesses and residents adjacent to the east side of the airport during the USAF Thunderbird demonstrations. Jonathan Harger stated EAA has entered into a reimbursable agreement with the FAA air traffic control tower operations during AirVenture.
2. **Approve Minutes of March 12, 2014:** Mr. Rasmussen moved to approve the minutes of March 12, 2014, seconded by Ms. Gabert. Motion carried 4/0.
3. **Airport Director's Report:**
  - a. **Review 2014 Budget:** Mr. Moll went over the year-to-date report with the Committee.
  - b. **Discuss/Approve T-hangar Lease Rate Increase:** Mr. Moll stated the T-hangars have not had an increase since 2008. Mr. Moll recommended an 8% increase across all T-hangars. Motion was made by Mr. Rasmussen to approve an 8% increase, seconded by Mr. Olson. Motion carried 4/0.
  - c. **Discuss/Approve Revision & Increase in Fuel-flowage Fees:** Mr. Moll stated fuel flowage fees have not been increased since September of 2004. Mr. Moll proposed an increase to \$0.10 per gallon for both 100LL and Jet A fuels, and remove the exemptions listed in the ordinance. He recommended the Airport Administration receive a copy of the bill of lading from the fuel shipper and/or FBO, and the fuel flow will be billed on each tanker load, rather than relying on accounting for each fuel sale. Ms. Gabert moved to approve the increase to \$0.10 per gallon and the process by which the fuel sales are reported, seconded by Mr. Rasmussen. Motion carried 4/0.
  - d. **Discuss Open Part-time Custodian/Grounds Person Position Option:** Mr. Moll stated he would like to change the current 30 hour per week job of Custodian/Grounds Person to a 30 hour per week Class 2 Operator position. Mr. Moll & Mr. Hallstrand explained to the committee the advantages of changing the position. The Committee members had no problems with the change and Mr. Moll will now speak with the Personnel and Finance Committee regarding the change.
  - e. **Discuss ARFF 114 Fire Suppression System Upgrade:** Mr. Moll told the committee he had \$100,000 designated in his capital budget for the replacement of the fire suppression system on ARFF 114. Mr. Hallstrand found a previously-owned Rapid Intervention Vehicle, better equipped and more cost effective for \$80,000. The vehicle was purchased with consensus from the County Executive and Finance Director.
4. **Discuss/Approve Airport Administration Building single versus two-story concept & potential site location:** Mr. Moll provided the committee the cost breakdowns/estimates for each concept, preliminary designs and a preferred site plan. Mr. Moll reviewed the potential costs for repairs and replacement of old equipment on the existing terminal and that cost versus a new administration building. Motion was made by Ms. Gabert to proceed with the two-story building concept on the proposed site, not to exceed 14,000 s.f., seconded by Mr. Olson. Motion carried 4/0.
5. **Chairman's Report:** Mr. Warnke stated he enjoyed working with Mr. Englebert on the Aviation Committee.
6. **Committee Member Statements/Suggestions/Items for Future Agenda:**
7. **Set Next Meeting Date:** Next meeting will be on May 14, 2014.
8. **Adjourn:** Mr. Rasmussen motioned to adjourn, seconded by Ms. Gabert. Motion carried 4/0. Meeting adjourned at 9:40 a.m.

Respectfully submitted,  
Diana M. Ulrich  
Airport Secretary